PATHWAY
Employer Web Portal
TRAINING

Kentucky Teachers' Retirement System

PATHWAY

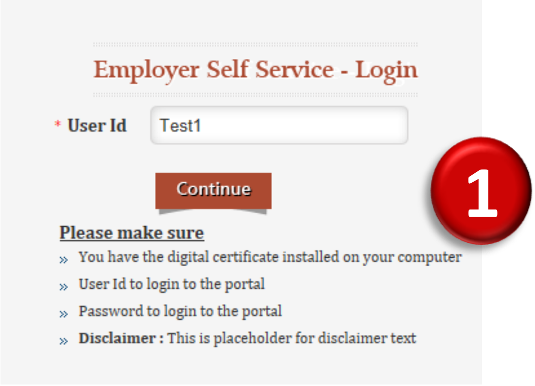
Table of Contents

Welcome!

Welcome to PATHWAY training for KTRS employer partners. We've spent a lot of time designing a system that provides efficient processing that is flexible enough to meet your unique needs. In this training session, you will learn how to:

(1) Upload a contribution file, resolve errors/warnings, and submit your payroll report (contribution and employment information) using the new PATHWAY Employer Web Portal system. This can be done through manual entry of your payroll as well.
(2) Create additional secure users (other than yourself) to use PATHWAY.
(3) Enroll new members.
(4) Update information that KTRS maintains about your organization.
(5) Complete employer forms required for members to purchase service.

First things first. How do I login?



What do I need before I can login to PATHWAY?

(1) KTRS sends you an email with a username and temporary password that will allow you to register your account.
(2) When you register, you will be asked to change your password and select an image for security purposes.
(3) When you register, you will also be asked to select and answer four challenge questions. These questions will be used later to verify your identity if you forget your password.
(4) Each time you login to your account after you have successfully registered, you will be required to enter your unique username and selected password. You will also be asked to verify your selected image.
(5) Each user (person) in your organization should use a unique username and password (no sharing, please).

PATHWAY Quick Start

Lookup Screen

- Search for existing records
- Open records for viewing/editing
- Export search results to Excel
- Create new records

SCREEN NAME

Indicates the name of the screen for reference purposes.

PREVIOUS

Works like the back button in your browser.

HELP

Opens the online help system for process help documentation.

LOGOUT

Blocks access to the system by requiring username and password for re-entry.

MAIN MENU

Logical break down of the system into sub-systems; rollover to display Sub Menu.

MESSAGE BAR

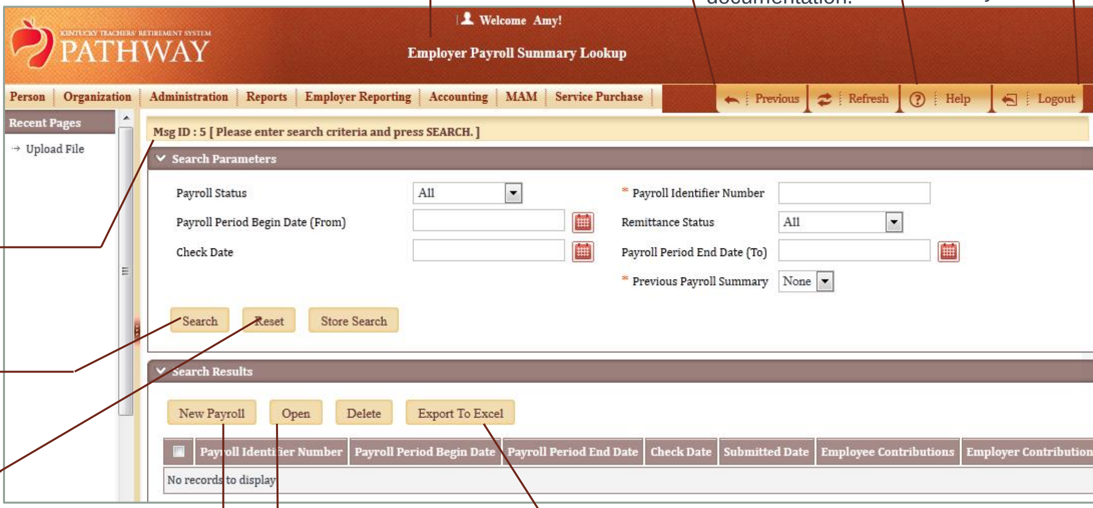
System communicates to user the success or failure of actions.

SEARCH BUTTON

Execute a search after entering criteria.

RESET SEARCH

Clear entered search criteria from the screen (start fresh).



NEW BUTTON

Create a new payroll summary for manual entry.

OPEN BUTTON

Opens selected record for viewing and updating.

EXPORT TO EXCEL

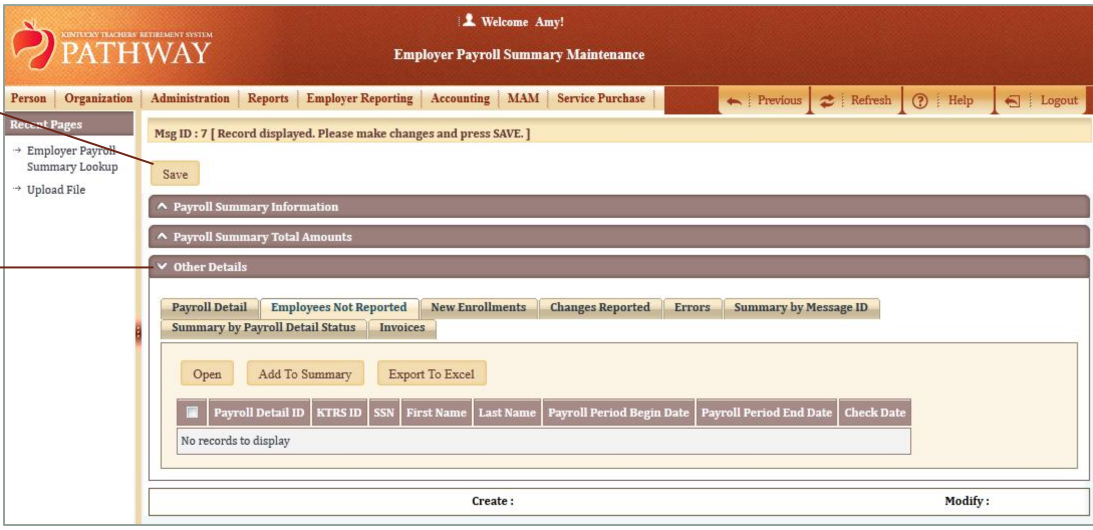
Move search results column data into MS Excel for further analysis.

SAVE

Updates the database with data changes (addition, modification, and deletion) for retrieval later.

PANEL

Logically breaks the screen into components to take actions on specific data. Collapse/expand by clicking anywhere on the header.



Maintenance Screen

- View record data
- Modify and save existing data

Employer Payroll Reporting

What are we learning?

Objective: To upload your file or enter data manually, resolve errors/warnings, and submit your payroll report (contribution and employment information) using the new PATHWAY Employer Web Portal system.

Below is a quick visual overview of the Employer Payroll Reporting process. In general, your steps will be to:

(1) Upload your file (using the KTRS defined file layout) or enter your information manually
(2) Resolve any errors or warnings identified by PATHWAY
(3) Submit your Payroll Summary to KTRS

KTRS takes over the processing and posting from there.

New Terms & Definitions

Payroll Summary: A summary of a contribution reports for a specific reporting period.

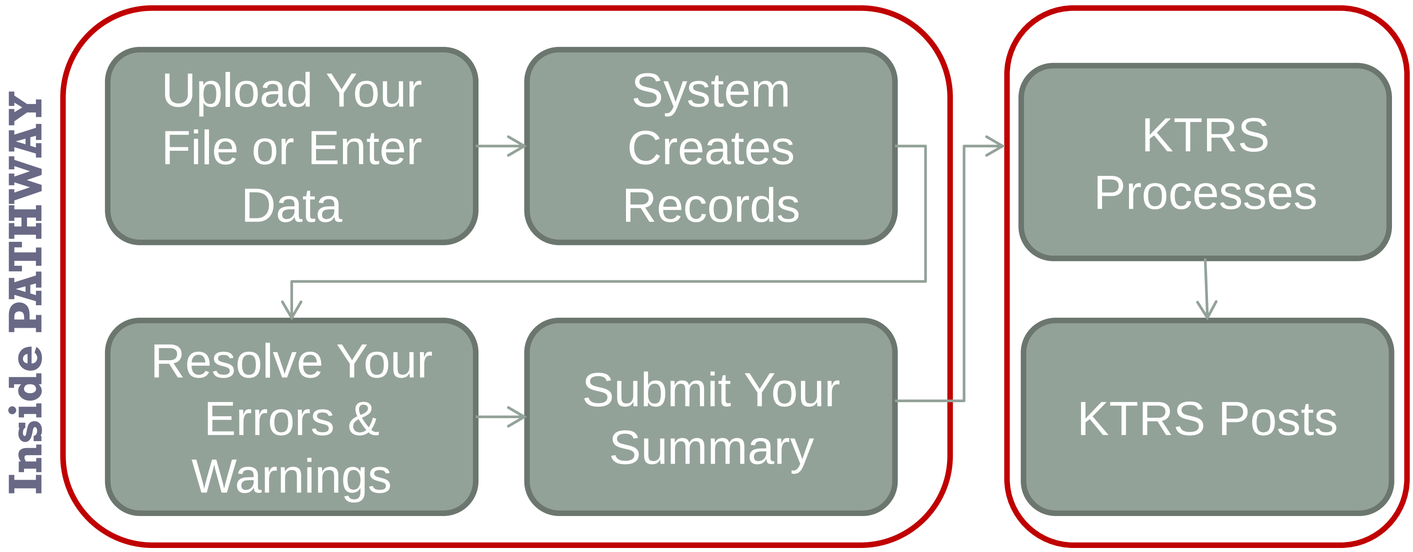
Payroll Detail: Record of an employee detailing information submitted with the report (e.g., contributions, salary, employment information).

Error and Warning Messages: Problems identified by PATHWAY while validating your report that must be corrected before you submit your report to KTRS. Warning messages, however, can be suppressed.

Informational Message: Informational messages that are provided to be helpful to you, but do not require corrective action.

Discrepancy: When the expected contribution amount is not what is reported from the employer, the status is set to “Discrepancy.” Discrepancies can be bypassed to allow the payroll summary to be submitted.

Quick Overview

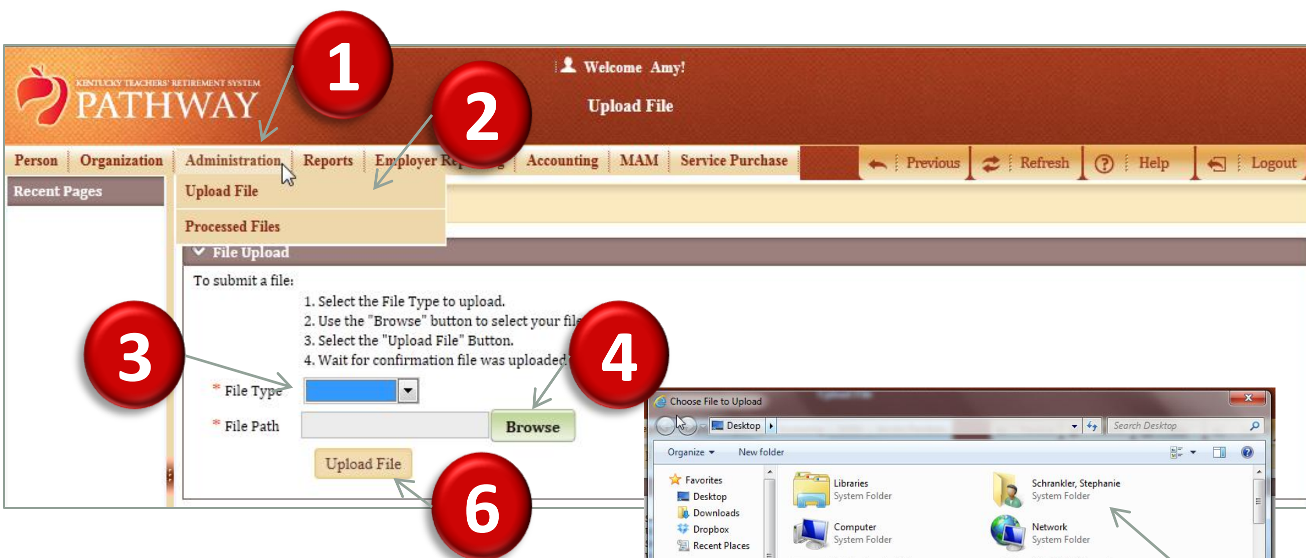


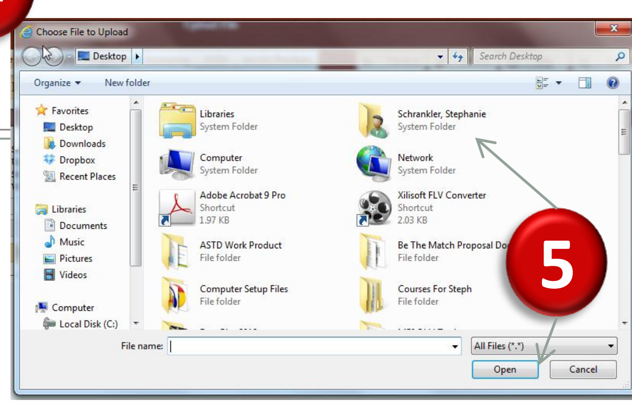
Upload Your File

It is likely that you have a file from your payroll system containing KTRS' required contribution data that you can upload. If not, turn to "Manually Create New Payroll Summary."

If you have such a file, the steps to upload are simple.

(1) Rollover the **Administration** Main Menu item
(2) Select **Upload File** from the Sub Menu that appears
(3) In the File Type drop down, select "Contributions"
(4) Click the **Browse** button
(5) Locate the file you wish to upload and click the **Open** button
(6) Click the **Upload File** button





What happens now?

PATHWAY processes the data you uploaded, creates user-friendly records so that the data is viewable in a nice form, and checks for errors or questions with the data. Once PATHWAY has completed processing the file, you will receive an email indicating that you can move forward with the process.

While PATHWAY is processing your file, feel free to logout and enjoy your day. It is not necessary to return to PATHWAY until you receive an email that the processing was successful and is complete.

Skip to Viewing Summary and Detail Records next!

Enter Your Information Manually

If you don’t have a file to upload from your payroll system, as an alternative, you can manually enter your information.

It’s a two-task process to manually enter your information into PATHWAY. The first task is to create the Payroll Summary record. PATHWAY gives you the option to select a Previous Payroll Summary to “copy” over to cut down the amount of data that needs to be entered. The second task is to create a Payroll Detail record for each one of your employees. The steps for both tasks can be found below.

Task #1: Create Payroll Summary Record

(1) Rollover the **Employer Reporting** Main Menu item

(2) Click the **Payroll Summary** Sub Menu item

(3) Enter the Payroll Identifier Number and Previous Payroll Summary

(4) Click the **New Payroll** button

- PATHWAY will create and display a new Payroll Summary record

(5) Enter the Pay Period Begin Date, Pay Period End Date, and Check Date

(6) Click the **Save** button

Task #2: Create Payroll Detail Records for Each Employee

(1) From the Payroll Summary record you created in Task #1, click **Create Payroll Detail** (If a previous Payroll Summary was selected, only employees not included previously need to be entered)

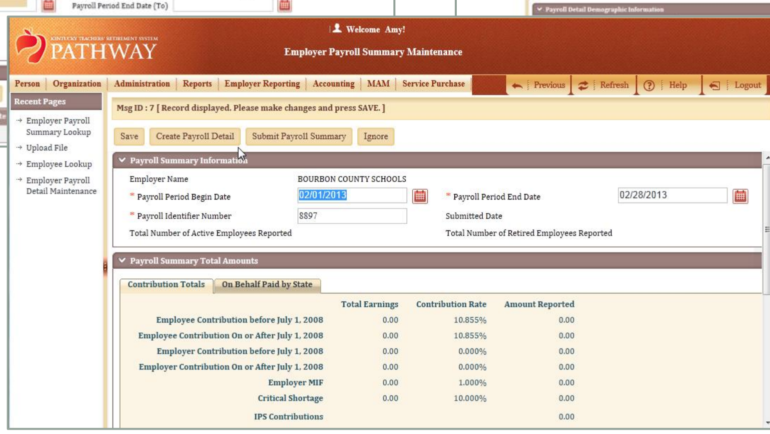
(2) Enter all of the required information about your employee (red * indicates a required field)

(3) Click the **Save** button

(4) Repeat these steps until all employee information is entered

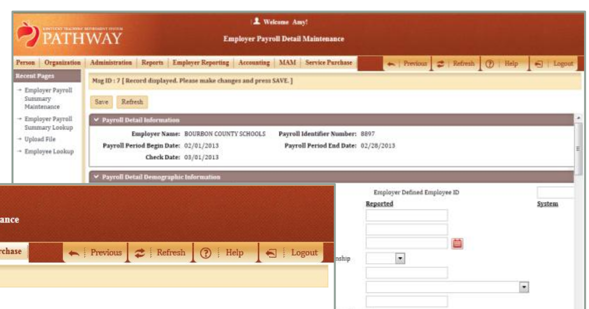
Task #1

To get to the Payroll Summary Lookup, select the Employer Reporting Main Menu item and the Payroll Summary Sub Menu item. Enter the Payroll Identifier Number and select Previous Payroll Summary, then click the New Payroll button.



Enter the Pay Period Begin Date, Pay Period End Date, and Check Date. Click the Save button. Next, click the Create Payroll Detail button. Upon saving, Details records are created for all persons in the Previous Payroll Summary selected. To enter a new employee not on the previous Summary, click the Create Payroll Detail button.

Task #2



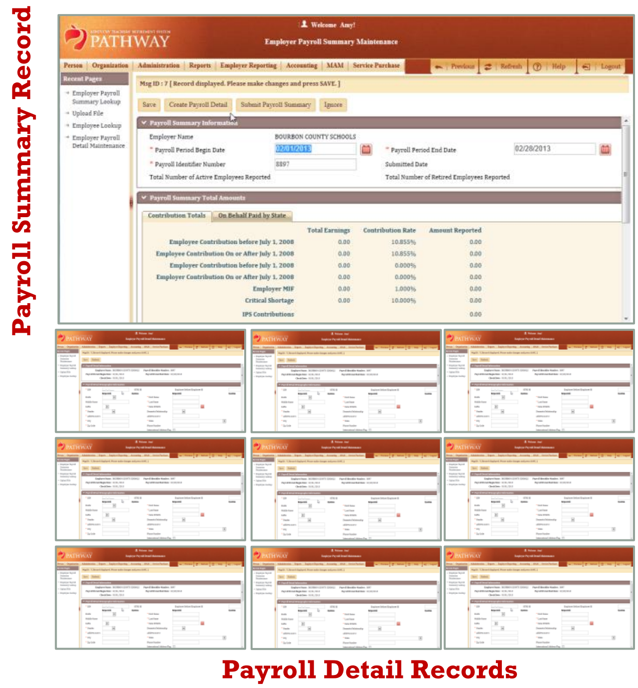
Enter your new employee’s required information, if applicable. Update any changes to employees that were included on the Previous Payroll Summary. Click the Save button.

View Payroll Summary & Detail Records

Now that your data is inside PATHWAY, there are two types of records that you are working with. For each pay period, there is one (1) Payroll Summary record. Inside each Payroll Summary record, there are multiple Payroll Detail records. There must be one Payroll Detail record for each one of your employees (1:1) for each pay period.

You can think of a Payroll Summary record like a parent record governing all of the Payroll Detail records.

After PATHWAY has completed processing the data that you uploaded or entered, you are responsible for reviewing any errors that PATHWAY identified and resolving them. Before you can review the errors, you need to know how to find the records. Those steps are described below.



Find Payroll Summary Record

(1) Rollover the **Employer Reporting** Main Menu item
(2) Click the **Payroll Summary** Sub Menu item
(3) Enter any search criteria
(4) Click the **Search** button
(5) Click the link to open the results

Find Payroll Detail Record

There are two ways to navigate to a Payroll Detail record: through the **Payroll Detail** Sub Menu item OR through the associated Payroll Summary record.

Through the Payroll Detail Sub Menu:
(1) Rollover the **Employer Reporting** Main Menu
(2) Click the **Payroll Detail** Sub Menu item
(3) Enter search criteria if searching for a specific Detail record or leave blank to view all Detail records
(4) Click the **Search** button
(5) Click the link to open the results

Through the associated Payroll Summary record
(1) Open the desired Payroll Summary record
(2) View the **Payroll Detail** tab (bottom, right)
(3) Enter any search criteria
(4) Click the **Search** button
(5) Click the link to open the results

Resolve Errors

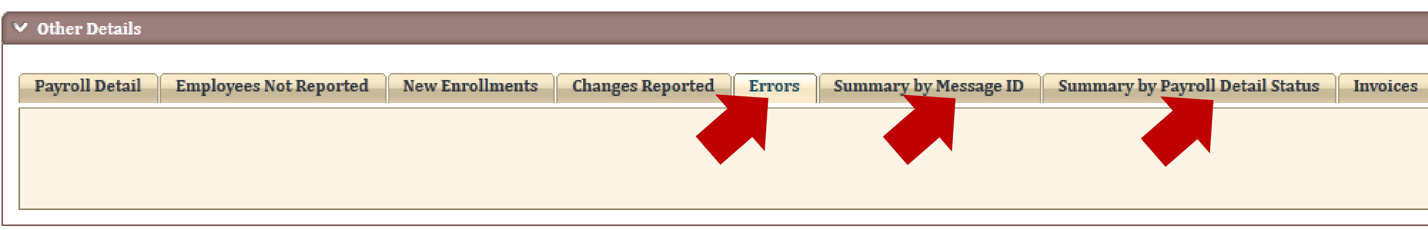
The last step before you can officially submit your payroll information to KTRS is to resolve any errors that PATHWAY has identified. In general, identified errors should be easy to solve. Errors are identified either because information is missing, information is in an incorrect place, or the system is expecting different information than you have provided.

Identify if Errors Exist

On the Payroll Summary record, there is a status. The status is the best indicator of whether errors are present or not. A status of “Review” indicates that there are errors or warnings present. A status of “Valid” indicates that there are no errors present, while a status of “Discrepancy” indicates there is a discrepancy between the calculated contributions and the reported contributions. The status can be found on the upper-most panel on the bottom, right side.

Second, Find the Errors and Warnings

The easiest place to find errors is on the Payroll Summary record. At the bottom of the screen, you will notice three tabs related to finding and resolving errors and warnings. Which tab you use is based on your own preferences and work styles.



Errors Tab
Contains global errors for the entire Payroll Summary. For example, if you missed entering required data on the Payroll Summary record you would see an error here.

Summary by Message ID Tab
Errors are communicated to you through messages. If more than one individual Payroll Detail record has the same message/error, you may want to solve all those errors together at once. For example, 10 of your Payroll Detail records are missing the same piece of data causing the same error on all 10. This tab groups them together but you still need to make the correction on each Detail record.

Summary by Payroll Detail Status Tab
This tab displays how many Payroll Detail records are in each status. For example, 10 in “Review” and 4 in “Valid.” You can also navigate to all Payroll Detail records in a particular status all at once to start reviewing and resolving errors.

Let's Look at an Example!

Resolving errors might seem intimating at first. The truth is resolving errors now saves both you and KTRS a lot of time in the future. Did you know that these errors are not new? In fact, previously if errors existed in the information you were providing to KTRS, it took a lot longer to find them. You may have received a phone call or email alerting you to the problem and asking for the correct information to fix it.

Example:

Search Parameters

Payroll Status: Review
Payroll Period Begin Date (From):
Check Date:
* Payroll Identifier Number:
Remittance Status: All
Payroll Period End Date (To):
* Previous Payroll Summary: None

Search | Reset | Store Search

Search Results

New Payroll | Open | Delete | Export To Excel

Payroll Identifier Number	Payroll Period Begin Date	Payroll Period End Date	Check Date	Submitted Date	Employee Contributions	Employer Contributions	Employer MIF Contribution
ER-431133	01/02/2013	01/31/2013	02/01/2013		$109.00	$185.50	$0.00
0000000021	09/01/2012	09/15/2012	12/10/2012		$735.89	$1,551.15	$0.00

1

Navigate to your Payroll Summary by selecting the **Employer Reporting** Main Menu item, **Payroll Summary** Sub Menu item, and performing a search.

* Check Date: 12/10/2012
Reporting Source: File Submitted
Payroll Summary Status: Review

2

Check the Payroll Summary Status to see if there are any errors or warnings to resolve. "Review" means there are errors to resolve.

3

Open the Summary by Message ID tab to see the errors/warnings to resolve. Click the link labeled "Message ID" to navigate to the Payroll Detail records with errors.

Other Details

Payroll Detail | Employees Not Reported | New Enrollments | Changes Reported | Errors | Summary by Message ID | Summary by Payroll Detail Status

Export To Excel

Message ID	Display Message	Message Count	Severity
9153	Please correct the employer contributions since no federal salary is being reported.	1	Error
9097	Contribution amount reported does not equal contribution amount calculated.	1	Warning
9070	A new member account will be created since this person does not exist.	1	Information

SSN	First Name	Last Name	KTRS ID	Payroll Period Begin Date	Payroll Period End Date	CheckDate
XXX-XX-4048	Buddhi	Gyawali	000000000	09/01/2012	09/15/2012	12/10/2012
XXX-XX-5865	Tucker	Landy	000000000	09/01/2012	09/15/2012	12/10/2012
XXX-XX-1818	Jennifer	Hubbard-Sanchez	000000000	09/01/2012	09/15/2012	12/10/2012

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PATHWAY displays each record with errors. Click the KTRS ID or SSN link to open and resolve.

Other Detail

Detail Errors | File Details

Message ID	Message Description	Severity
9137	Contribution Withheld/Contribution Rate is not equal to Salary Earned.	Warning
9108	Please verify the contributions or Plan.	Warning
9103	Please correct the Full-Time Equivalent Percentage.	Error
9102	The provided contract days must be a whole number greater than or equal to 180 and less than or equal to 262.	Error
9097	Contribution amount reported does not equal contribution amount calculated.	Warning
9080	Please update the Birth Date to a date that is before the first date worked.	Warning
9073	If the KTRS ID is provided, the SSN should not be provided.	Information
9070	A new member account will be created since this person does not exist.	Information
9051	The contract days is required.	Error

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Scroll to the bottom of the Payroll Detail record to view the errors for this individual. Take action to resolve the errors. Every time you click the **Save** button on the Payroll Detail record, PATHWAY will refresh the errors to show you which errors you have resolved and which are still remaining.

Pause for Review

We've learned a lot already! Let's pause for a quick review and a few other little facts.

Your steps/actions so far…

(1) Move your data into PATHWAY either by uploading your file or manually entering your information.

(2) Look to see if you have any errors/warnings by looking at the Payroll Summary Status on the Payroll Summary record. If the status is "Valid," you have no errors/warnings and can submit your report. If the status is "Review," you have errors/warnings that must be resolved before moving forward.

(3) Find your errors/warnings by using one of the bottom tabs. If you open the **Payroll Detail by Status** tab, you will find all of your Payroll Details in "Review." Click the Review link to view them all at once.

(4) Open the impacted Payroll Detail record, view the errors and warnings at the bottom, and take action to resolve.

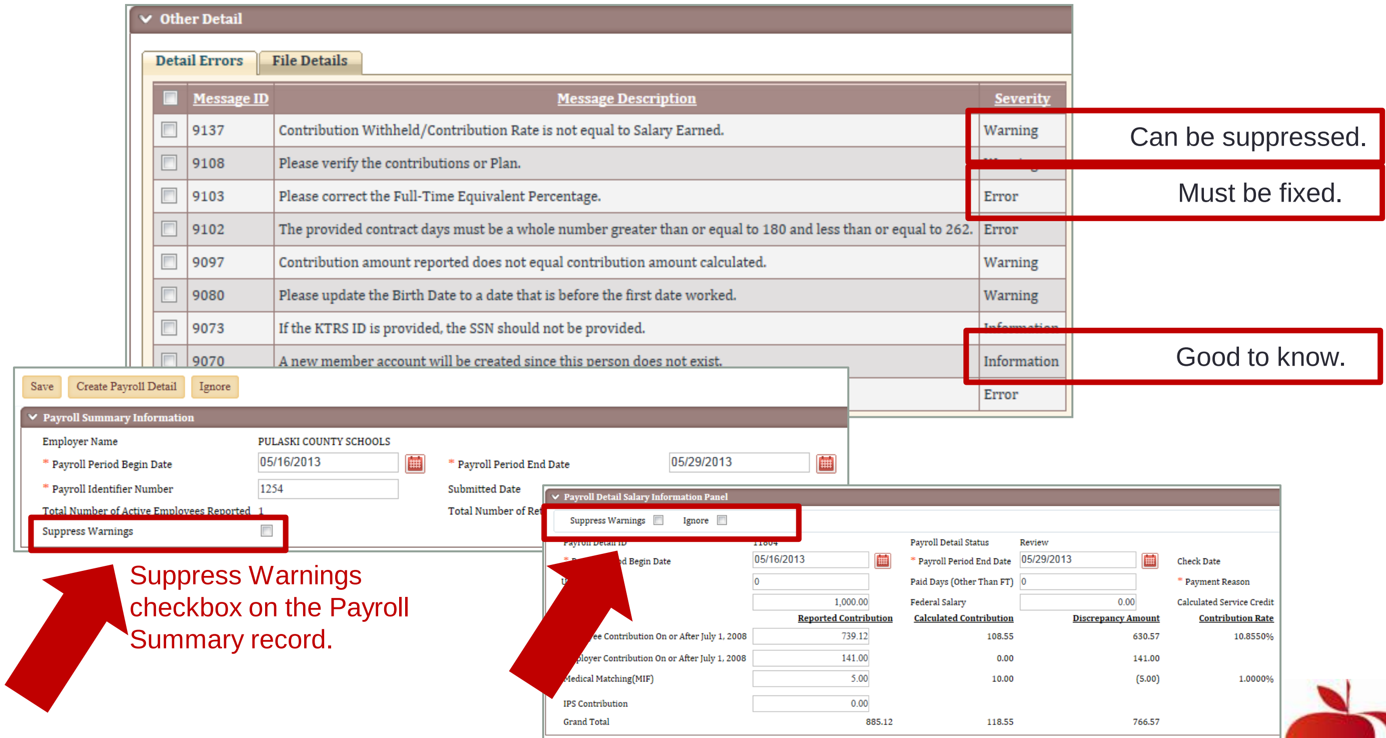
Did you know?

There are three types of messages in PATHWAY: Errors, Warnings, and Informational messages. Let's take a minute to learn about each kind.

Errors: This is a problem that PATHWAY identified on your report that must be fixed before you submit it. If any Payroll Detail record has an error, the record status will be held in "Review." If any record status is in "Review," the right buttons to submit your report will not be displayed.

Warnings: Just like errors, warnings are a problem that PATHWAY identified that must be resolved in most cases. However, you may also decide to suppress warning messages in exceptional situations.

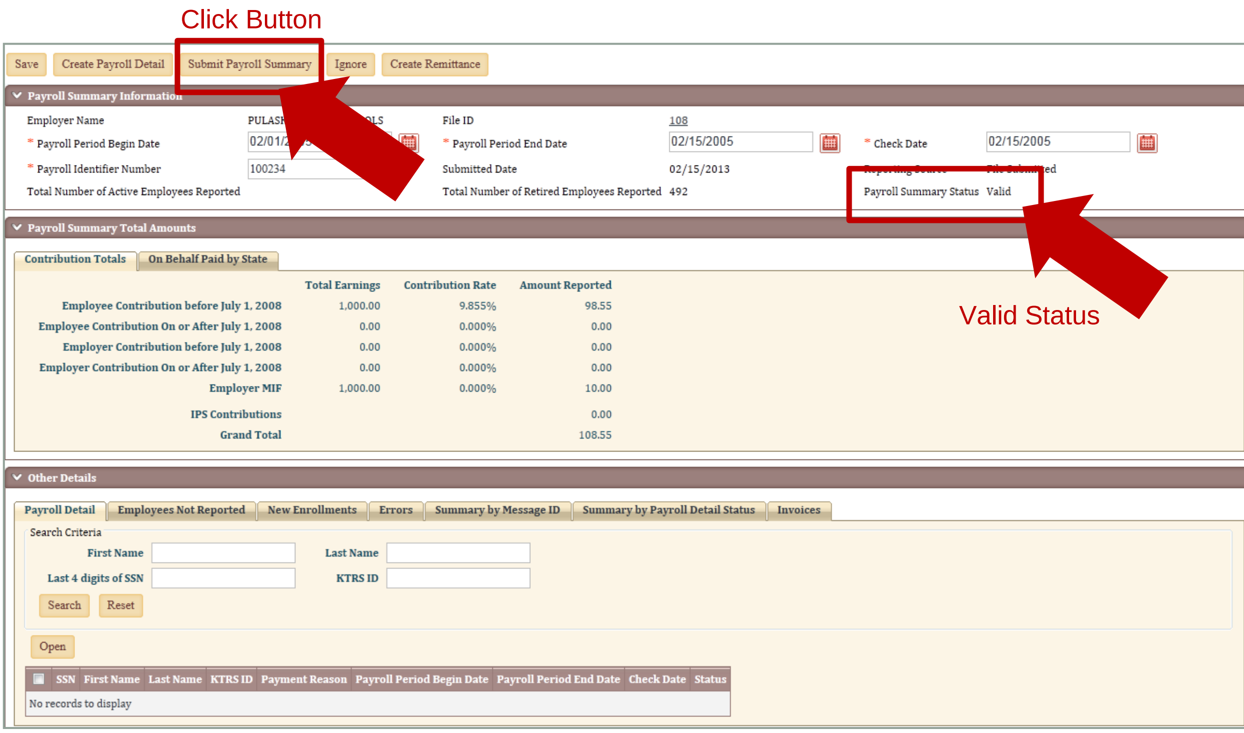
Information: These are things that you should be aware of. You may or may not decide to take action. You should review all Informational messages. However, Informational messages will not have an impact on your ability to submit your report.



Suppress Warnings checkbox on the Payroll Detail record.

Submit Payroll

You've made it to your last step! Since all of your errors/warnings have been resolved and your Payroll Summary Status is "Valid" or "Discrepancy," if Bypass Discrepancy was selected, you can now use the **Submit Payroll Summary** button. (Note: Discrepancies are errors in the calculated contributions versus reported contributions. The status will read "Discrepancy" if this is the only error in the Detail record.)



What happens Now?

Now you've handed off the report to KTRS and it is the job of a KTRS processor to continue the work. There may be actions that the KTRS processor has to take on the data. KTRS will let you know if we need anything else from you to finish the job.

You may notice that now your Payroll Summary Status is neither "Review" nor "Valid." The status is "Submitted." Submitted indicates that you sent KTRS the report. PATHWAY updates the Payroll Summary record and all of the corresponding Payroll Detail records to read-only. You can no longer make any changes.

If immediately after submitting your report, you find a change that you have to make, please contact KTRS. If the report has already been posted, an Adjustment record will be required.

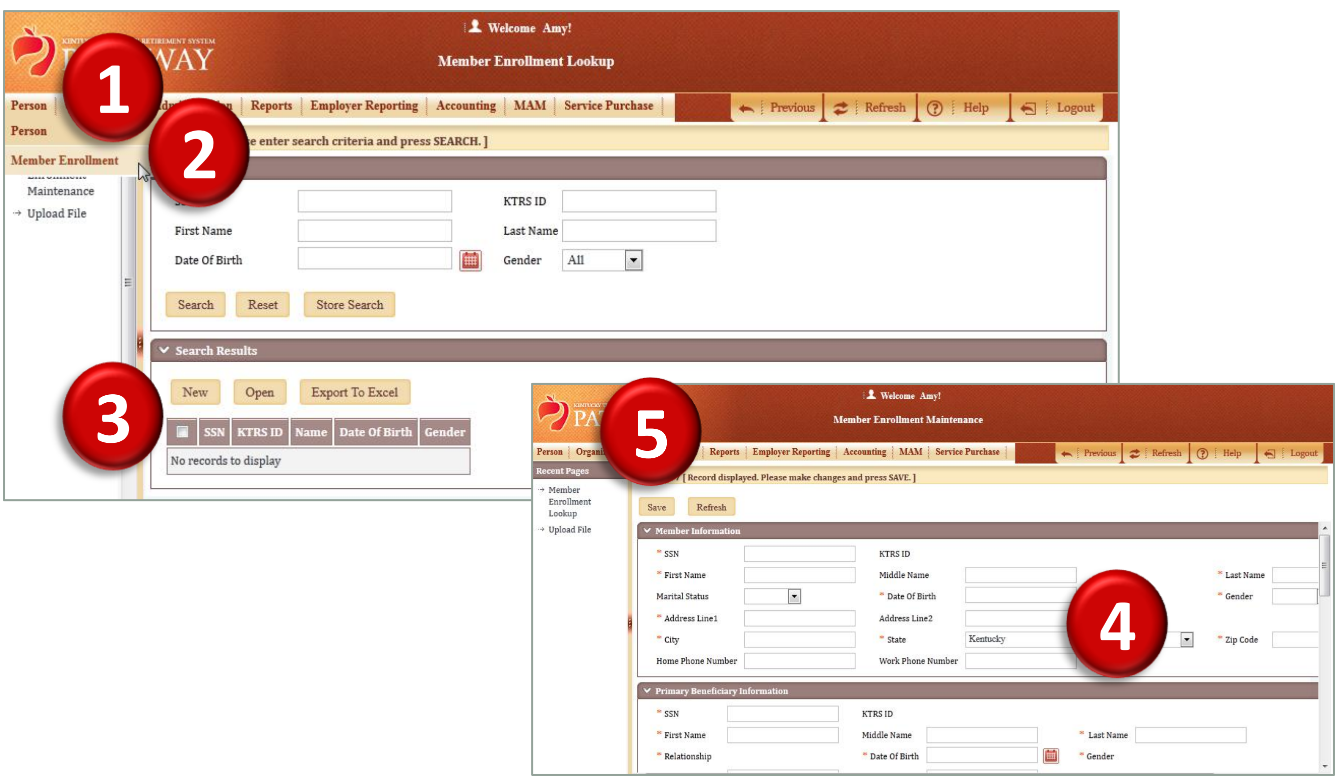
Handling New Employees

FAQ

Question: My organization recently hired someone new. How do I communicate the new hire to KTRS through PATHWAY? Is there anything special that I need to do to start reporting my new person?

Answer: Yes. We encourage you to add all of your new hires through PATHWAY from this point going forward. Here are the steps for how to add a new employee.

(1) Rollover the **Person** Main Menu item
(2) Click the **Member Enrollment** Sub Menu item
(3) Click the **New** button
(4) Enter all the required fields (marked with a red *)
(5) Click the **Save** button



Handling Adjustments

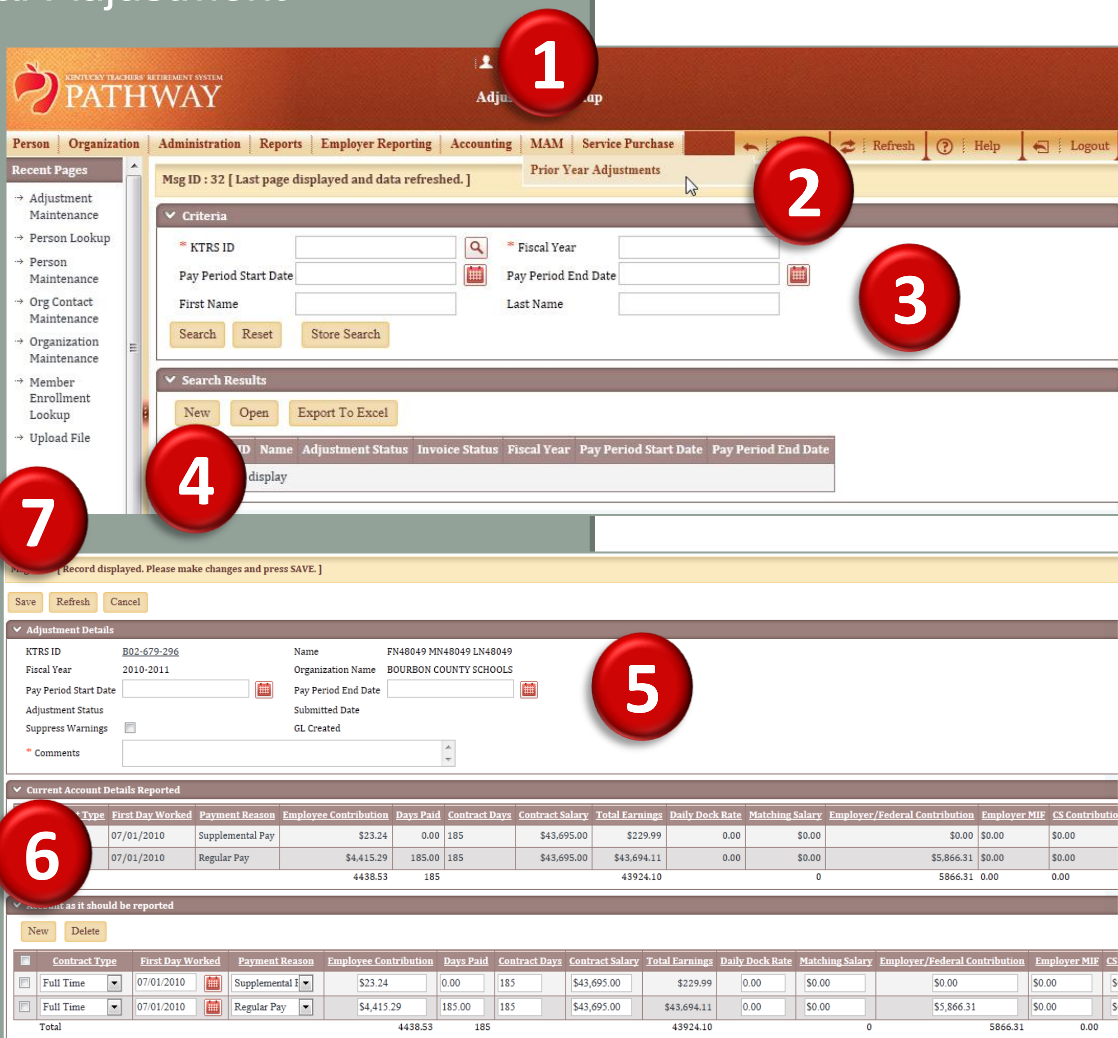
FAQ

Question: I need to report an adjustment for one of my employees. Does PATHWAY have the functionality to report adjustments? If yes, then how do I do it?

Answer: Yes. In fact, PATHWAY provides the functionality to report both fiscal year adjustments and prior year adjustments. If you have a current fiscal year adjustment, you can include both regular and supplemental adjustments with your regular contribution file. If you need to adjust a prior year, you will need to go through the member account maintenance process. Both current fiscal year and prior year adjustments are described in detail.

Prior Year Adjustment

(1) Rollover the **MAM** Main Menu item
(2) Click the **Prior Year Adjustment** Sub Menu item
(3) Enter the KTRS ID and Fiscal Year of the adjustment
(4) Click the **New** button
(5) Enter the Pay Period Start and End Dates and leave a comment about why you are making the adjustment
(6) Click the **New** button to create a new row to enter the adjustment information
(7) Click the **Save** button



Handling Adjustments Continued

Question: I need to report an adjustment for one of my employees. Does PATHWAY have the functionality to report adjustments? If yes, then how do I do it?

Answer: Yes. In fact, PATHWAY provides the functionality to report both current fiscal year adjustments and prior year adjustments. If you have a fiscal year adjustment, you can include both regular and supplemental adjustments with your regular contribution file. If you need to adjust a prior year, you will need to go through the member account maintenance process. Both fiscal year and prior year adjustments are described in detail.

Upload File Note: Inside the file that you will be uploading, you are already indicating if the Payroll Detail is Regular Pay or some kind of adjustment. KTRS has already provided you with the file format that must be used when working with PATHWAY and the Payment Reason is a required field.

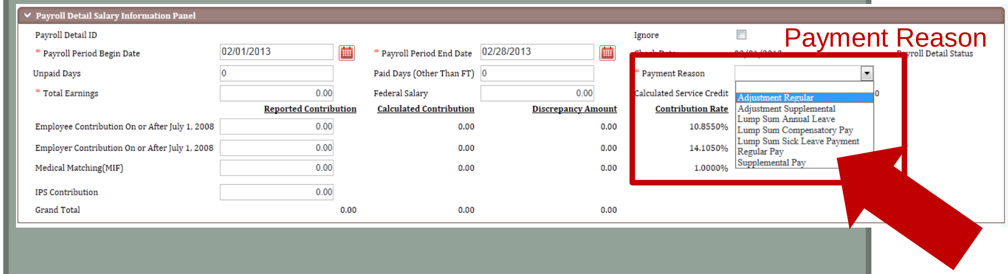
If you did not include the adjustment that you need to report into the file that you uploaded, you can either:

Manually add a line to the report prior to uploading the file to create the fiscal year adjustment.

Or:

Upload the file and after the system has processed the records, click the **Create Payroll Detail** button on the Payroll Summary record, and follow the steps described here.

Fiscal Year Adjustment



On each Payroll Detail, there is a drop down box in the **Payroll Detail Salary Information** panel labeled Payment Reason. Normally, you select Regular Pay. This indicates regular contributions with no exceptional scenarios. There are a few other options that you can select as well.

- Adjustment Regular
- Adjustment Supplemental
- Lump Sum Annual Leave
- Lump Sum Compensatory Pay
- Lump Sum Sick Leave Pay
- Supplemental Pay

For any adjustment within the current fiscal year, please either select Adjustment Regular or Adjustment Supplemental. On the Payroll Detail record, you should enter the Pay Period dates, pay amounts, and all other relevant information as it relates to the adjustment.

Service Purchases Forms

FAQ

Question: How do I handle service purchases certification forms through PATHWAY?

Answer: You can submit certification forms needed by KTRS to complete a member's service purchase request through PATHWAY instead of by paper. Service Purchase certification forms are created through the **Service Purchase** Main Menu item and **Service Purchase** Sub Menu item. Let's look at an example for one specific type of service purchase request: USERRA Certification.

Service Purchase

Under the **Service Credit** main menu, select **USERRA Certification**.

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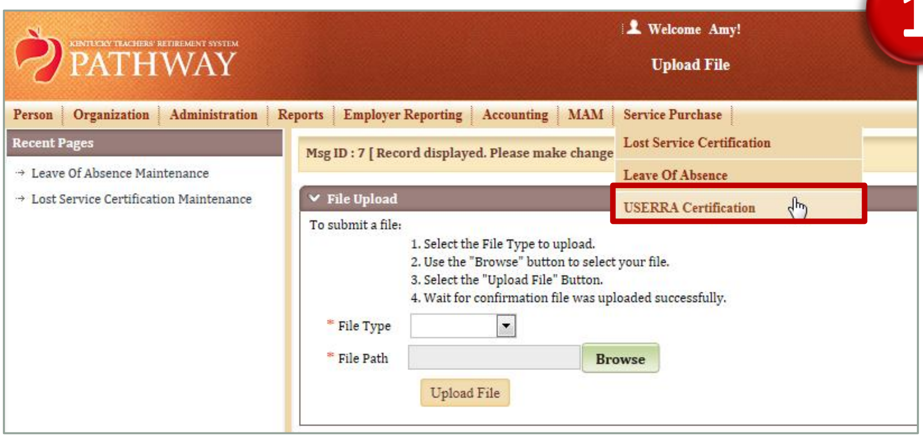

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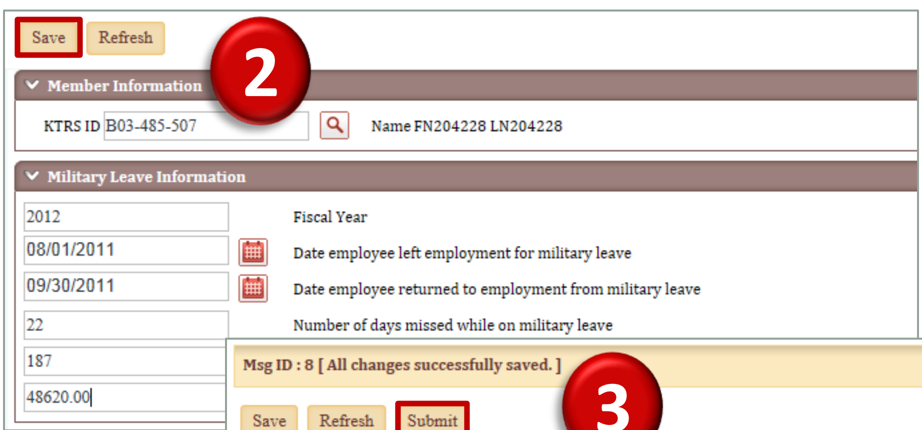

Complete the required information in the form and click **Save**.

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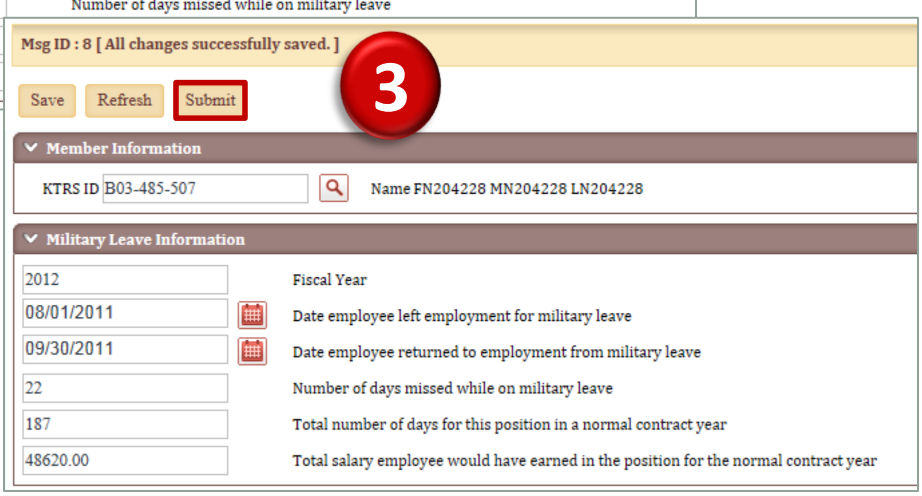


The form has been saved. When ready, click **Submit** to route the form to KTRS.

Remitting Contributions

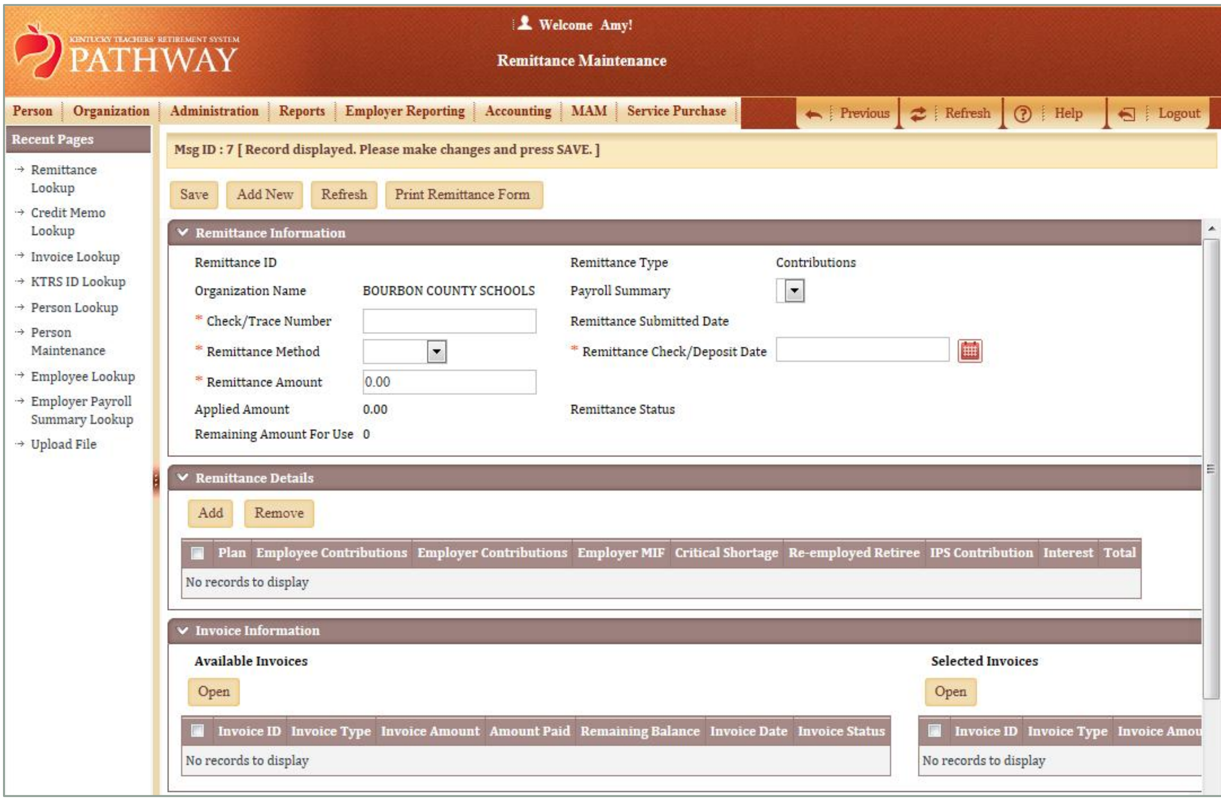
FAQ

Question: How do I send money to KTRS for my contribution report through PATHWAY?

Answer: You can create a Remittance record whether you will be mailing a check, are making an automatic ACH payment, or would like KTRS to pull an ACH payment using the bank account information we have on file for you.

When you submit the Payroll Summary, click the **Create Remittance** button. This will open the **Remittance Maintenance** screen where the remittance amount, deposit date, and remittance details are prepopulated. However, the invoice for that summary will not yet be available until the internal KTRS user marks the summary ready to post and the batch has run.

Complete the remaining required fields and click **Save**.



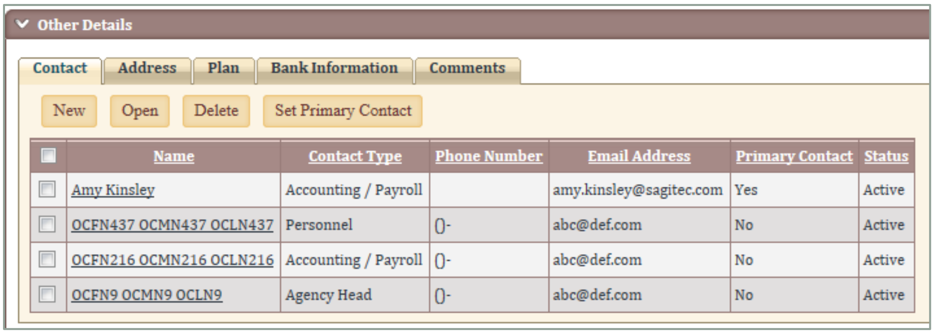
In the **Invoice Information** panel, you can view which invoices are currently outstanding for your organization. Invoices are created though a batch process and are not visible until the next day.

Adding New Web Users to Your Account

FAQ

Question: What do I do if someone with access to PATHWAY at my organization quits? What if someone joins and I want to add them to PATHWAY? Or, what if one of my users doesn't have access to complete something in PATHWAY that I want them to?

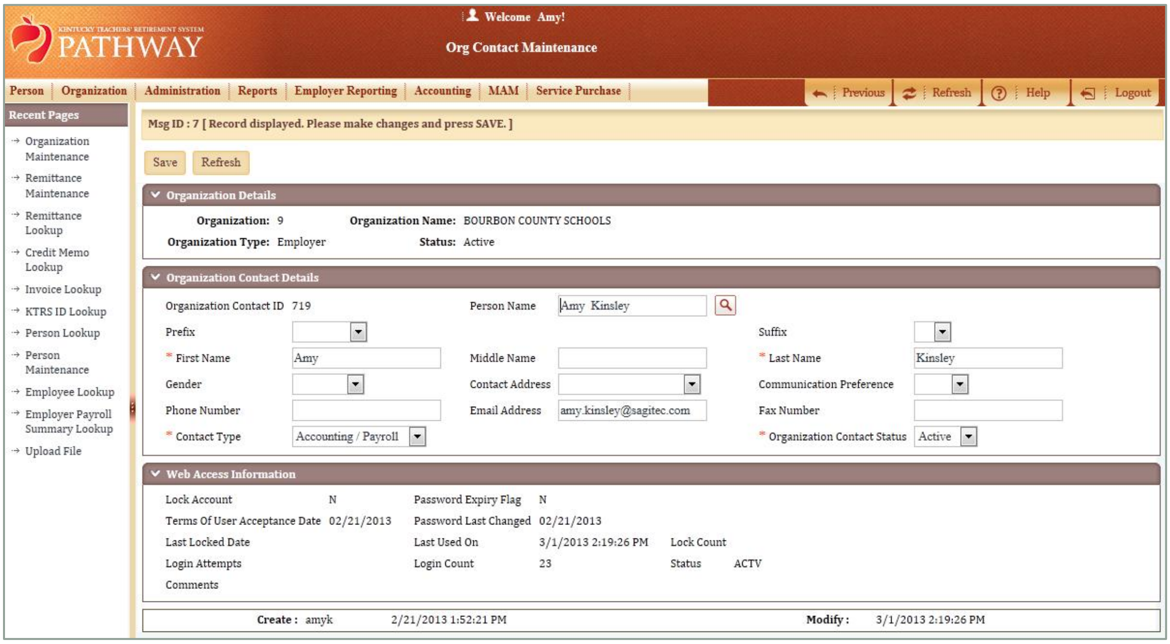
Answer: Through your organization contents screen, PATHWAY allows you to inactivate access completely as well as change a user's role so that she/he can access more or less in the system. In order to grant PATHWAY access, you must contact KTRS to have that person added to your organization.



At the bottom of the **Organization Maintenance** screen (select **Organization** Main Menu and Sub Menu), you will find a **Contacts** tab. This tab contains all your current contacts with their access rights. Click the **New** button to create a new contact. Or, click on the contacts name link to change or revoke an existing contact.

If you are creating a new contact, you must enter all of the required fields.

The Organization Contact Status indicates if the contact currently has access to PATHWAY or if it has been revoked. To revoke access, update the Organization Contact Status to "Inactive." Otherwise, leave as "Active."



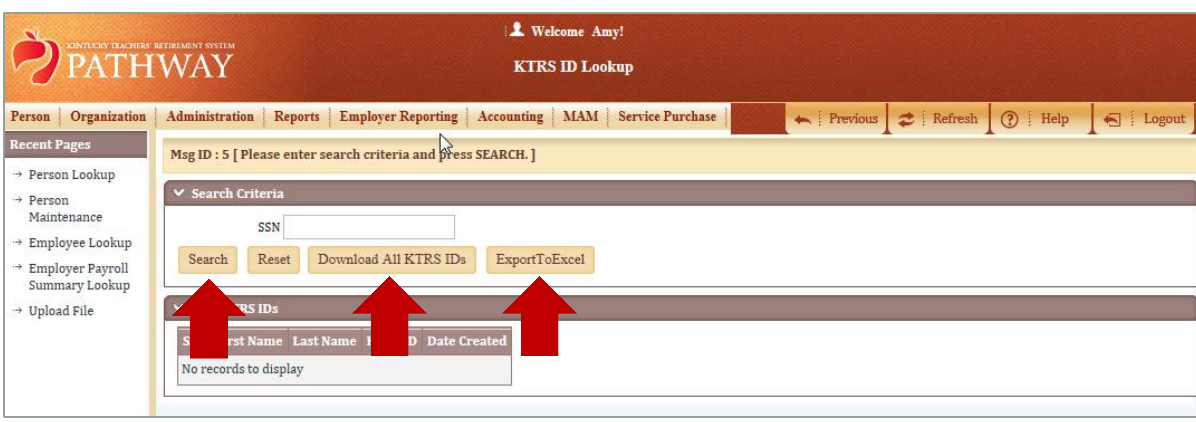
You may also notice the field called Contact Type. Depending on the user's contact type, she/he will be able to do and see certain things in PATHWAY, but not other things. As a general rule of thumb, an Agency Head can do everything. To change a user's access, select the desired contact type and click the **Save** button.

Reports

PATHWAY provides several formal reports that you can view and generate at any time. Rollover the **Reports** Main Menu item, click the **Reports** Sub Menu item, select the report you wish to view, enter any filtering criteria, and click the **View** button.

KTRS IDs

One of the new requirements is to include all employee's KTRS IDs when reporting contribution information for both employers that are uploading a file and employers that are manually entering data. If you do not know your employee's KTRS IDs, you can download them in a file through the **Employer Reporting** Main Menu item and the **Download KTRS ID** Sub Menu item.



Employee Information View

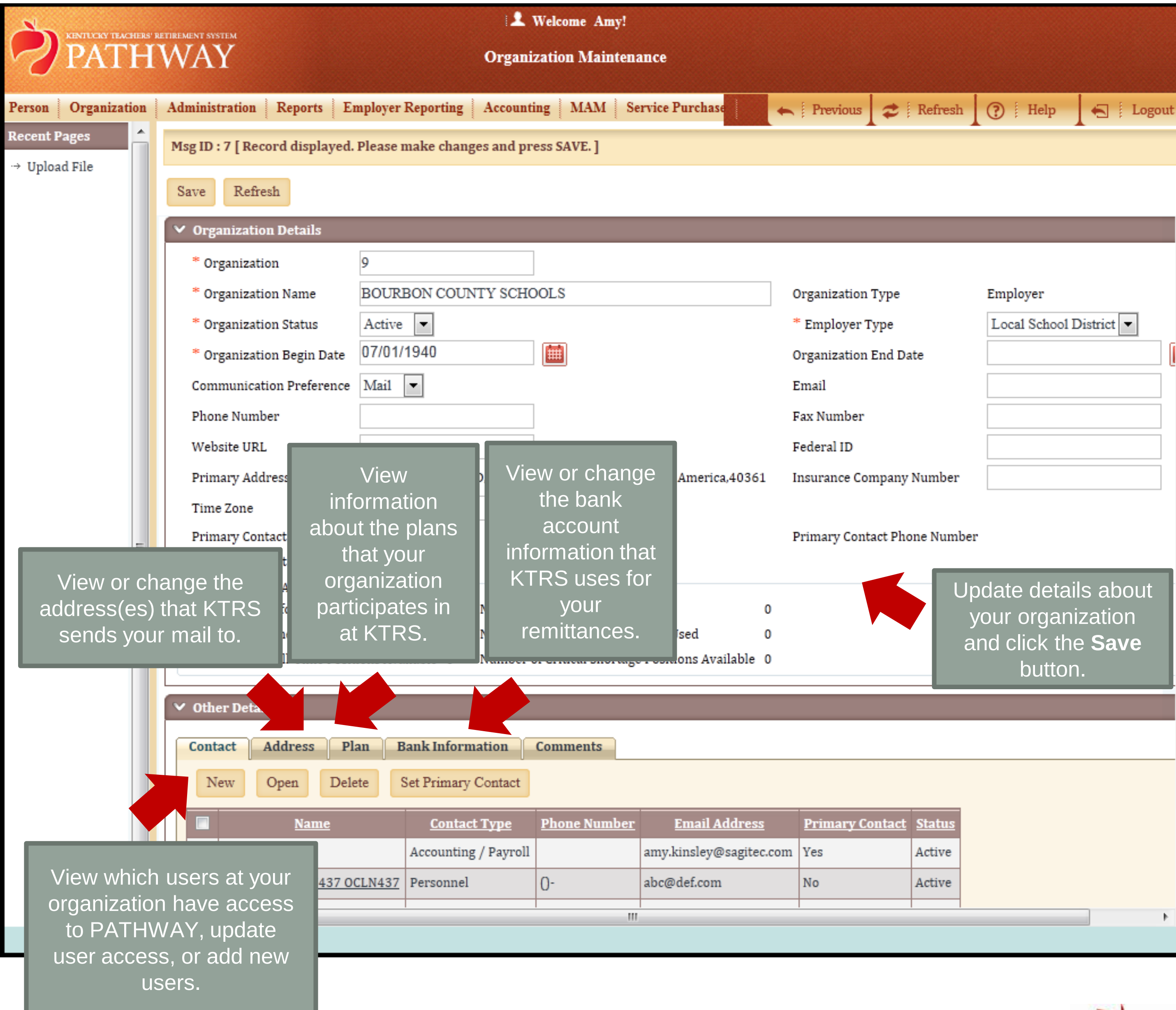
When new employees are hired or a retired member returns to work, you may need to determine their contribution rate before reporting them to KTRS. You can use the **Employee Lookup** feature under the **Employer Reporting** Main Menu item to find this information. Below describes how!

Use Employee Lookup:

(1) Rollover the **Employer Reporting** Main Menu item
(2) Click the **Employee Lookup** Sub Menu item
(3) Enter at least three pieces of search criteria and click the **Search** button
(4) View the employee's contribution rate that applies to them. It may show federal contribution rate, employer contribution rate, critical shortage rate, etc.

Information About Your Organization

Using PATHWAY, you have the opportunity to add, update, and view information about your organization online. For example, if your address or banking information changes, you can update it here; or, if you want to view information about the plans that your organization participates in, you can view it here. The following information provides an overview of PATHWAY functionality related to viewing, adding, and updating information relevant to your business.



Payroll Calendar

KTRS requires one report for every payroll that you run. As you can imagine, each employer may use a different pay frequency. Some of you may pay weekly, bi-weekly, monthly, or bi-monthly. As such, it's important that at the beginning of each fiscal year, you share your planned payroll calendar with KTRS so that we know what to expect and how to prepare.

Sharing your payroll calendar is simple. It requires that you select the fiscal year that you want to create the calendar for and then enter the pay dates for each pay period. The example below is using a monthly pay cycle with employees paid the last day of every month. You will enter whatever your pay cycles are.

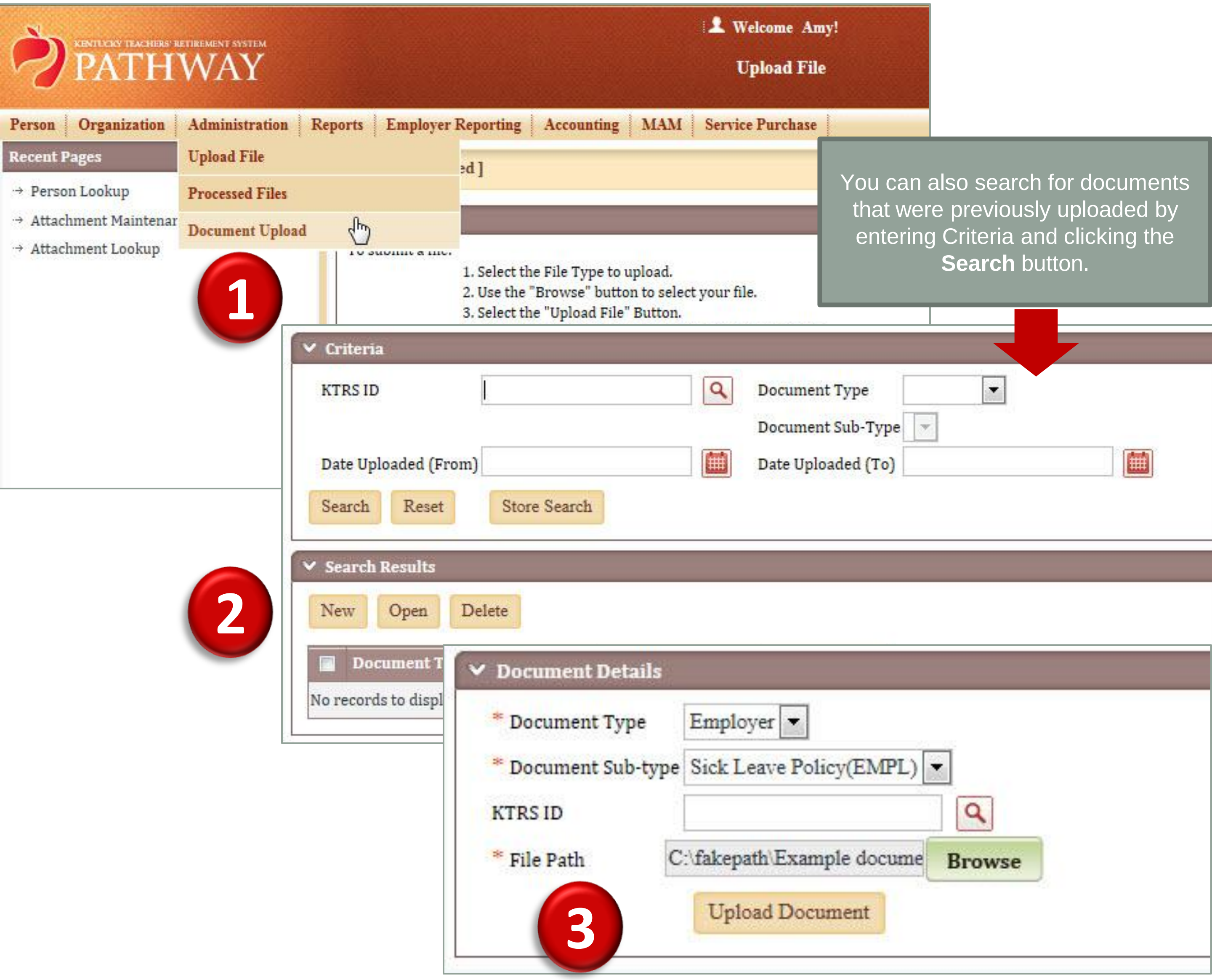
To input your payroll calendar, follow these steps:

(1) Rollover the **Employer Reporting** Main Menu item
(2) Click the **Payroll Calendar** Sub Menu item
(3) Select the Fiscal Year from the drop down box
(4) Click the **New** button to create a new row
(5) Enter the Pay Date in the new row
(6) Click the **Save** button

Note: You may enter multiple new rows in steps (4) and (5) before clicking the **Save** button in step (6). You do not have to click the **Save** button after each new row.

Document Upload

Another useful tool is the Document Upload feature. This tool allows you to upload documents to KTRS for specific members or employers via PATHWAY.

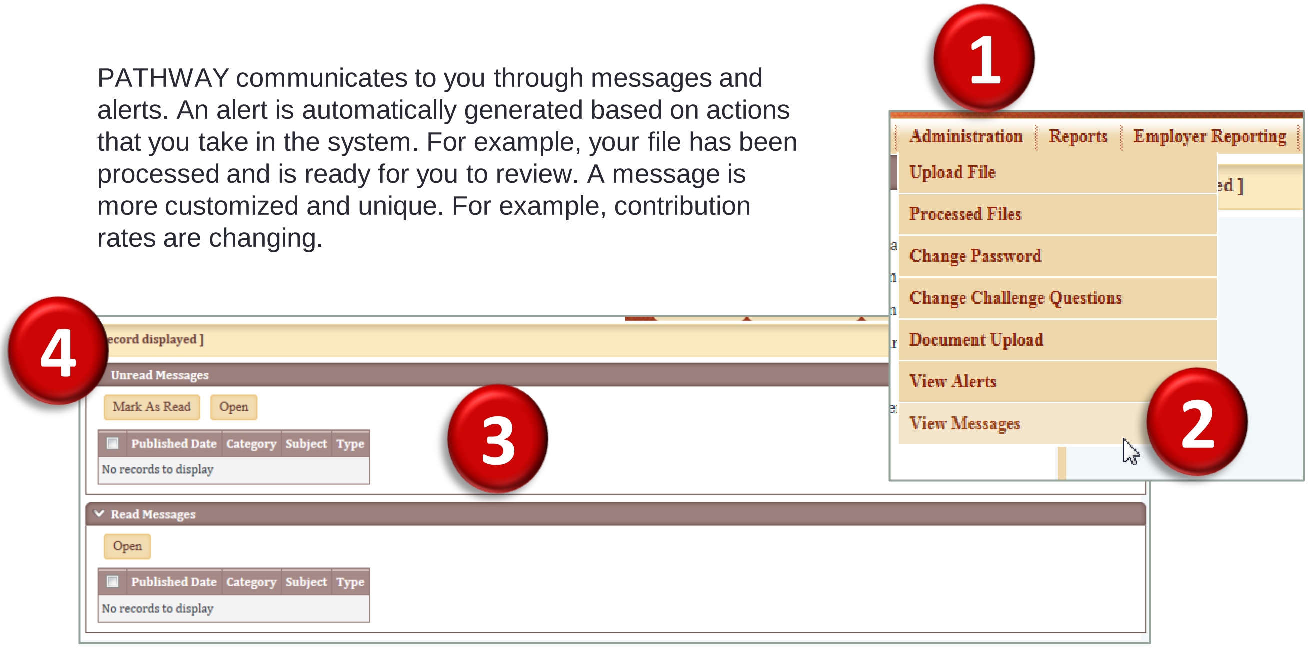


To upload a document, follow these steps:

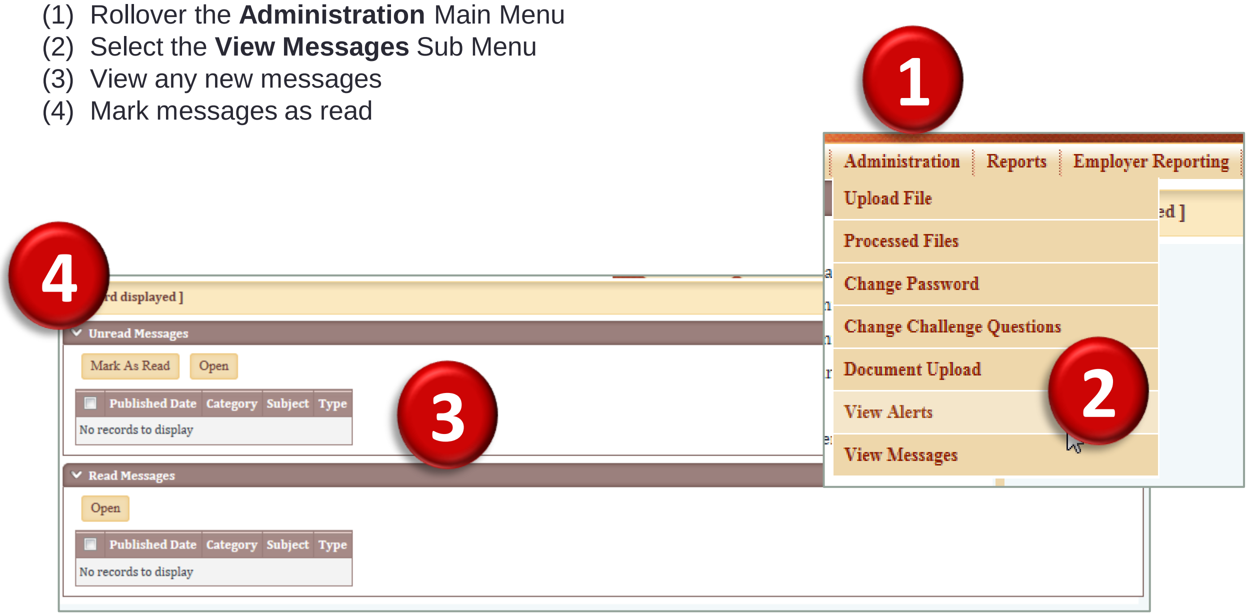
(1) Rollover the **Administration** Main Menu item, select **Document Upload** Sub Menu item
(2) Click **New**
(3) Select the Document Details information from the dropdown menus, choose the document to upload, and click **Upload Document**

Messages & Alerts

PATHWAY communicates to you through messages and alerts. An alert is automatically generated based on actions that you take in the system. For example, your file has been processed and is ready for you to review. A message is more customized and unique. For example, contribution rates are changing.



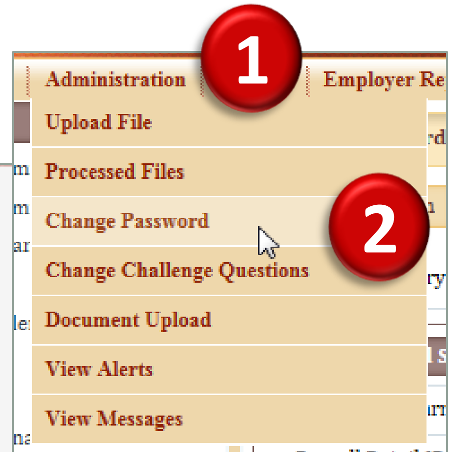
To check your messages:
(1) Rollover the **Administration** Main Menu
(2) Select the **View Messages** Sub Menu
(3) View any new messages
(4) Mark messages as read



To check your alerts:
(1) Rollover the **Administration** Main Menu
(2) Select the **View Alerts** Sub Menu
(3) View any new alerts
(4) Mark alerts as read

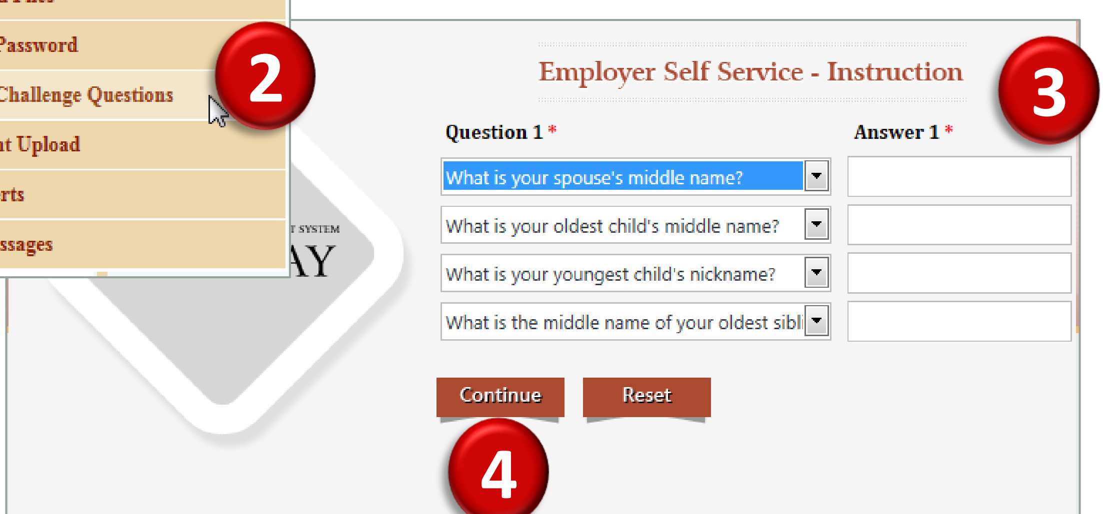
Password & Challenge Question Management

PATHWAY provides you with the functionality to manage your password and your challenge questions.

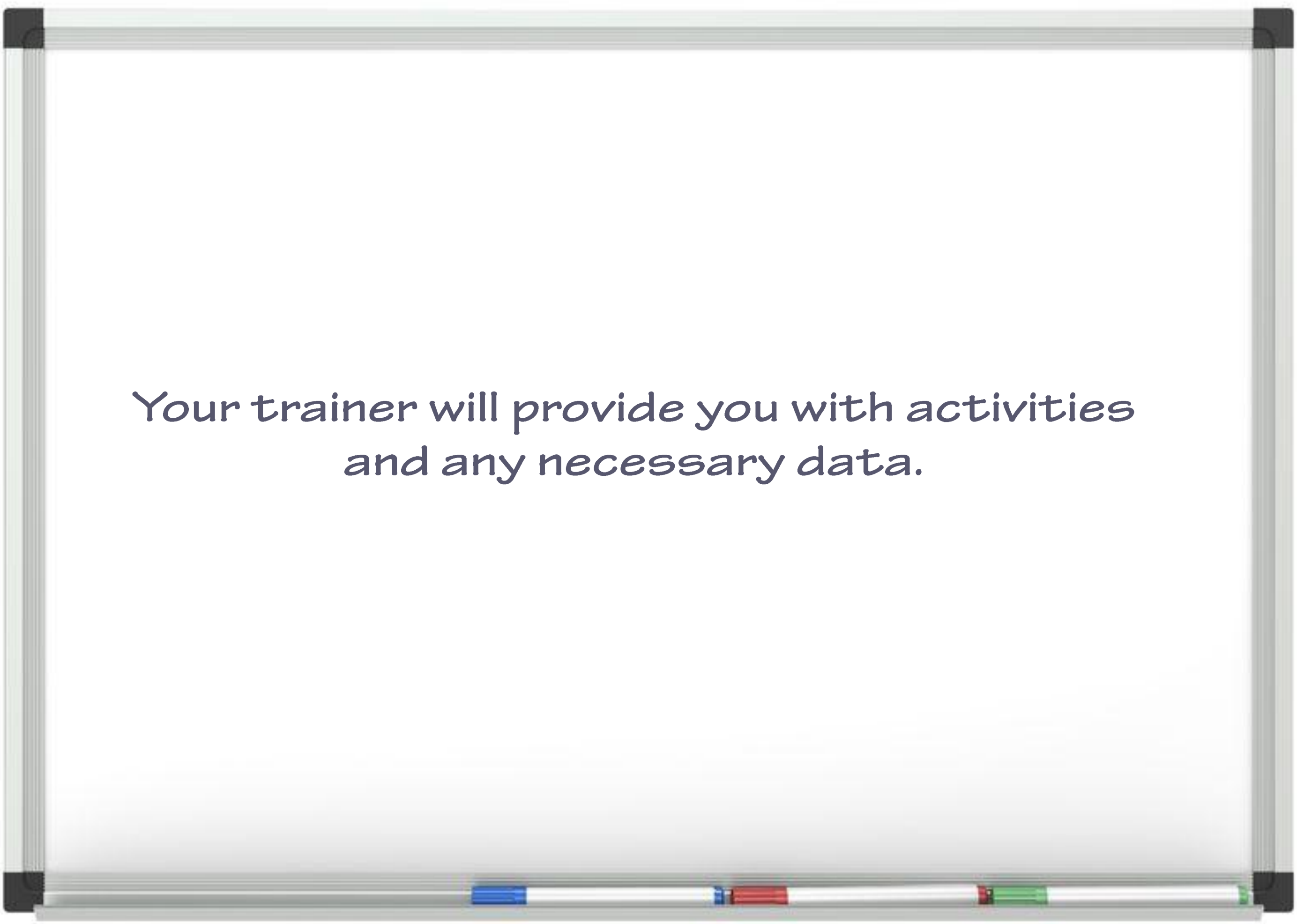


To change your password:
(1) Rollover the **Administration** Main Menu
(2) Select the **Change Password** Sub Menu item
(3) Enter your current password, new password, and confirm your new password
(4) Click the **Change Password** button

To change your challenge questions:
(1) Select the **Change Challenge Questions** Sub Menu item
(2) Select and answer your challenge questions
(3) Click the **Continue** button



Activity


Your trainer will provide you with activities
and any necessary data.

Notes

Notes